



## When to Use a Bio vs a Resume

There are several good reasons to use a bio before or instead of a resume.

- 1.** Resumes can be seen as public announcements that you are actively job hunting. Bios don't carry the same implication. Thus, a bio could be in anyone's hands for any reason at any time.
- 2.** A resume doesn't tell a professional story—it is an informational document. That means the reader would have to try to piece together your story using the facts in the resume. This would be inefficient and potentially problematic by allowing the readers to come their own conclusions about the real story. By using a bio, you stay in the driver's seat of the message.
- 3.** Too much information can dilute a clear message. Often your goal is to provide just enough information to get people to ask more about you or request your resume.